



## Change AR Document Online Help Procedure

### Purpose

Use this procedure to change an AR document.

### Trigger

Perform this procedure when a parked or posted AR document, such as an Invoice or a Credit Memo, requires updates.

### Prerequisites

- AR Document

### Menu Path

Use the following menu path to begin this transaction:

- Accounts Receivable ➔ AR Process ➔ Manage AR Documents ➔ Change AR Document

### Helpful Hints

Please reference the GL Model Crosswalk Job Aid for additional details prior to completing the procedures outlined in this document.

The R/O/C column in the field description table represents the three types of data entry fields in FMMI:

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.



## Change AR Document Online Help Procedure

### Procedure

1. Start the transaction by accessing the **Accounts Receivable** tab.
2. Click the **AR Process** tab **AR Process**.
3. Click the **Manage AR Documents** business activity link **Manage AR Documents**.

### Create AR Invoice - FMMI Portal - Training

USDA United States Department of Agriculture  
Financial Management Modernization Initiative

Welcome PracticeLab One Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Cost Management Funds Management General Ledger Management Interface Error Handling

Customer Master Data Maintenance Sales Order Process Sales Order Billing Process **AR Process** AR Approval Revenue Forecasting Process Debt Management Process Debt Write-Off

Create AR Invoice History Back Forward

Detailed Navigation

- Manage AR Documents
  - Create AR Invoice
  - Create Credit Memo - AR Invoice
  - Change AR Document
  - Display AR Document
  - Display Parked Documents
  - Print Customer Account Statement
  - Clear Balances

Portal Favorites

Park Customer Invoice: Company Code USDA

Menu Save parked document Back Exit Cancel System Tree on Company Code Simulate Save as completed Post Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Withholding tax Notes

Customer  SQL Ind ☐  
Invoice date  Reference   
Posting Date 12/22/2009  
Document Type DR (Customer Inv...) Calculate tax ☐  
Amount   
Tax Amount   
Text   
Company Code USDA US Dept of Agriculture Washington, DC  
Agency Loc Cd   
Payment Office   
Lot No.

0 Items (Screen Variant: EnjoyFMMI)

ST	G/L acct	Short Text	D/C	Amount in doc. curr.	Assignment no.
			Credit		
			Credit		
			Credit		
			Credit		

4. Click the **Change AR Document** task link **Change AR Document**.



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### Change AR Document - FMMI Portal - Training

5. As required, complete/review the following fields:

Field	R/O/C	Description
Company Code	R	The highest organizational structure of financial accounting and control under which all structures use the same chart of accounts. In FMMI the Company Code is always USDA. <b>Example:</b> USDA



FMMI automatically populates this value as "USDA".

6. As required, complete/review the following fields:

Field	R/O/C	Description
Doc. Number	R	The unique identification value assigned to a transaction as it is processed in FMMI. The system automatically creates and assigns document numbers as each document is preposted and/or posted. <b>Example:</b> 1800001310



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Enter the document number or click the search button in the Doc. Number field.

7. As required, complete/review the following fields:

Field	R/O/C	Description
Fiscal Year	R	A fiscal year begins on October 1st and ends on September 30th of the following year.  <b>Example:</b> 2010

8. Press the **Return** key.



The following is only an example of the fields that can be changed on an AR invoice. The Change AR Document transaction also applies to changing a Credit Memo for an AR Invoice.

- Before posting an AR document, all fields are editable
- After posting an AR document, the customer, total amount, line items, and posting date are not editable. The business area and the amount on individual line items are not editable. All other fields are editable.

## Change AR Document - FMMI Portal - Training



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9. As required, complete/review the following fields:

Field	R/O/C	Description
Amount	R	The monetary value of goods or services sold. In FMMI, this value is always calculated in US Dollars.  <b>Example:</b> 4,000.00



This is the amount of all line items in the AR Invoice or Credit Memo for an AR Invoice.

10. As required, complete/review the following fields:

Field	R/O/C	Description
Amount in doc. curr.	R	The Amount in Document Currency is the monetary value of the line item. In FMMI, this value is always calculated in US Dollars.  <b>Example:</b> 2,000.00

11. Click the **Amount** field



This field appears in each line item of the AR document and represents the value of the line item.

12. As required, complete/review the following fields:

Field	R/O/C	Description
Fee Schedule	O	The fee schedule determines the rates and intervals at which interest, penalties, and fees apply to a past due account for eligible customers.  <b>Example:</b> 2,000.00



To access the Fee Schedule, use the Down Arrow to scroll to the bottom of the header data.

13. Click the **Menu** button 



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Change AR Document History Back Forward

**Edit Parked Customer Invoice 1800001310 USDA 2010**

Menu Save parked document Back Exit Cancel System Tree on Company Code Simulate Save as completed Editing options

Document

- Edit Change company code F7
- Goto Start search
- Extras
- Settings
- Environment
- System
- Help

Amount 4,000.00 Tax Amount Text

Paymt terms 30 Days net Baseline Date 12/11/2009 Company Code USDA US Dept of Agriculture Washington, DC Agency Loc Cd

Customer Address

999-999-9999

Bank account 12345678901234567 Bank Number 322281426 MIRAMAR FEDERAL CREDIT UNION

1 Items ( Screen Variant : EnjoyFMMI )

St	GL acct	Short Text	D/C	Amount in doc.curr.	Assignment no.
✓	5200000200	ServRev-Exch	Credit	2,000.00	
			Credit		
			Credit		
			Credit		

14. Click the **Edit** menu item → **Acct assignment templates** menu item → **Select account assignment template** menu item



The Account Assignment Template allows the user to derive the correct GL account without entering a GL account number. The GL account number field is non-editable. Based on the information provided in the following steps, FMMI determines the correct GL account and populates it.



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Change AR Document History Back Forward

**Edit Parked Customer Invoice 1800001310 USDA 2010**

Menu Save parked document Back Exit Cancel System Tree on Company Code Simulate Save as completed Editing options

Trans: EnjoyFMMI

Financial Transaction Library

B: Transaction model Account assignment template

Custo: Mr. DANIEL R AKLUFI 1607 26TH ST APT 10 CODY WY 82414-4036 999-999-9999

Bank account 12345678901234567 Bank Number 322281426 MIRAMAR FEDERAL CREDIT UNION

Document: DR (Customer inv...) Document No: 1800001310

Amount: 4,000.00 USD Calculate tax

Tax Amount:

Text:

Paymt terms: 30 Days net

Baseline Date: 12/11/2009

Company Code: USDA US Dept of Agriculture Washington, DC

Agency Loc Cd:

1 Items ( Screen Variant : EnjoyFMMI )

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment no.
✓	5200000200	ServRev-Exch	Credit	2,000.00	
			Credit		
			Credit		
			Credit		
			Credit		

15. Click the **Enter** button



FMMI defaults to the Transaction Model option. This option must be selected in order to create or change one or more line items in the document.



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16. As required, complete/review the following fields:

Field	R/O/C	Description
GL Transaction / Var	R	Provides a list of G/L-related transaction types. <b>Example:</b> BD
TVar	R	The selected adjustment transaction determines the available transaction variant. <b>Example:</b> FS
BusA	R	An organizational unit of financial accounting that represents a separate area of operations or responsibilities within USDA. <b>Example:</b> CF00
Amount	R	The monetary value of goods or services sold. In FMMI, this value is always calculated in US Dollars. <b>Example:</b> 2000





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Field	R/O/C	Description
Fund	R	<p>A Fund is a 10-digit alphanumeric naming structure. The format includes:</p> <ul style="list-style-type: none"><li>• An Agency Identifier</li><li>• High-level business area</li><li>• Agency defined naming structure</li></ul> <p>A Fund is a Funds Management Master Data element within FMMI that represents a set of specific accounting elements for recognition of obligation (budget) authority. A Fund is referenced whenever spending occurs.</p> <p><b>Example:</b> WC0004609C</p>
Budget Period	R	<p>A 4-digit code which indicates both the beginning and ending budget fiscal years for a fund. The naming structure starts with the beginning budget fiscal year and ends with Ending Budget Fiscal Year. Each budget fiscal year begins October 1 and ends September 30. Budget periods can be annual, multi year or no year.</p> <p><b>Example:</b> 09XX</p>
RSC	R	<p>The Revenue Source Code defines the type of revenue.</p> <p><b>Example:</b> 200</p>
WBS Element	R	<p>Structural element in a work breakdown structure representing the hierarchical organization of a project.</p> <p><b>Example:</b> CF.RA.TEST.02</p>

17. Click the **Scroll Right** control .



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18. As required, complete/review the following fields:

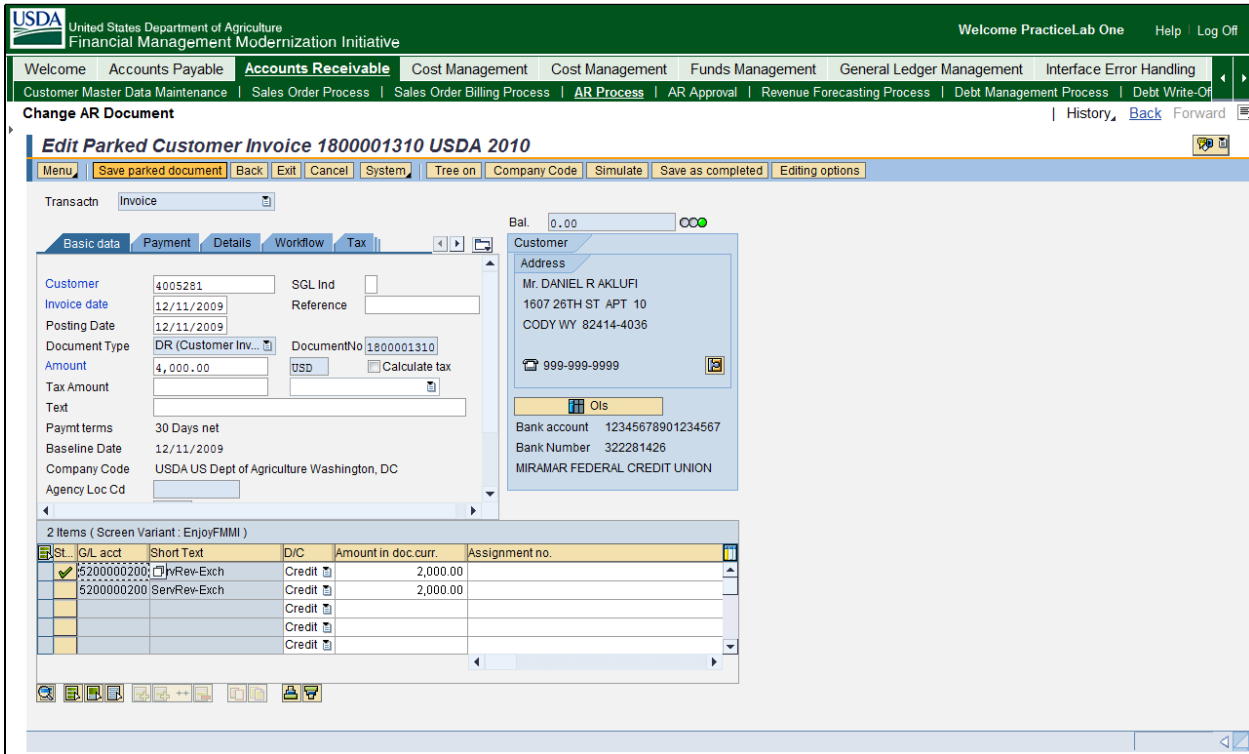
Field	R/O/C	Description
Functional Area	R	A Funds Management Master Data element used in mission critical programs without an end date. These programs are core to the operations of USDA agencies and staff offices. Functional Areas will have 16-digits and will have one of two naming structures. For agencies that have defined a need for the functional area field, the nomenclature will be as follows: positions 1-2 = agency identifier; positions 3-16 = agency defined. For agencies that have not defined a need for the functional area field, the default value will be AGDEFAULT.  <b>Example:</b> AGDEFAULT
Funds Center	R	A Funds Management Master Data element within FMMI encompassing organizational entities used to distribute budget and funding. It is linked to one or more Cost Centers. Funds Centers track and manage budget.  <b>Example:</b> CF00000000



## Change AR Document Online Help Procedure

19. Click the **Append** button  after making all changes and when finished adding any additional line items.

### Change AR Document - FMMI Portal - Training



Transactn Invoice

Basic data Payment Details Workflow Tax

Customer 4005281 SQL Ind ☐ Reference   
Invoice date 12/11/2009  
Posting Date 12/11/2009  
Document Type DR (Customer Inv...) DocumentNo 1800001310  
Amount 4,000.00 USD ☐ Calculate tax  
Tax Amount   
Text   
Payment terms 30 Days net  
Baseline Date 12/11/2009  
Company Code USDA US Dept of Agriculture Washington, DC  
Agency Loc Cd

Customer

Address  
Mr. DANIEL R AKLUF  
1607 26TH ST APT 10  
CODY WY 82414-4036  
999-999-9999

Bank account 12345678901234567  
Bank Number 322281426  
MIRAMAR FEDERAL CREDIT UNION

2 Items ( Screen Variant : EnjoyFMMI )

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment no.
✓	5200000200	hRev-Exch	Credit	2,000.00	
	5200000200	ServRev-Exch	Credit	2,000.00	
			Credit		
			Credit		

20. Click the **Save parked document** button .



The changes to the document must be approved by the AR Approver to post the changes.



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Change AR Document | History Back Forward

**Change Parked Document: Initial Screen**

Menu Back Exit Cancel System Document list Editing Options

Key for Parking

Company Code	USDA
Doc. Number	1800001310
Fiscal Year	2010

Preliminarily posted document 1800001310 USDA was changed

21. The transaction has been successfully completed. End of procedure.



Any changes to the original document must be approved by the AR Approver to post to the FMMI General Ledger.

View the confirmation message at the bottom of the screen, "Preliminarily posted document XXXXXXXXXX USDA was changed."



## Change AR Document Online Help Procedure

### Comments

Refer to the following additional materials.

- GL Model Crosswalk Job Aid

To display the listed job aid, please do the following:  
Navigate to <https://portal.fmmi.usda.gov> in Internet Explorer  
Login to FMMI using a valid Level 2 eAuth ID and password

Click the **Help** link on the right side of the FMMI Portal banner to access FMMI Online Help  
Click on the **FMMI Process Areas** link  
Click the **Accounts Receivable** link  
Click the **Job Aids** link  
Select the appropriate job aid listed above

- Change AR Document
- Approve and Post AR Documents
- Change Credit Memo - AR Invoice
- Display AR Document
- Display Parked Document

To display the listed online help procedures, please do the following:  
Navigate to <https://portal.fmmi.usda.gov> in Internet Explorer  
Login to FMMI using a valid Level 2 eAuth ID and password

Click the **Help** link on the right side of the FMMI Portal banner to access FMMI Online Help  
Click on the **FMMI Process Areas** link  
Click the **Accounts Receivable** link  
Click the **Online Help Procedures** link  
Select the appropriate online help procedure listed above  
Refer to the following additional materials